



## HOWARD COUNTY CEMETERY PRESERVATION ADVISORY BOARD

3430 Court House Drive ■ Ellicott City, Maryland 21043

*Administered by the Department of Planning and Zoning*

[www.howardcountymd.gov](http://www.howardcountymd.gov)

410-313-2350

FAX 410-313-3042

TDD 410-313-2323

January 26, 2018

### Re: Historic Cemetery Outreach

Dear Property Owner:

Hello and Happy 2018 to you! This letter is meant to provide information and resources concerning financial incentives, clean-ups and other matters related to historic cemeteries. If you are not the appropriate contact or owner of a historic cemetery, please contact me so our files can be updated so you do not continue to receive information on this matter. If you do work with, represent, or own one of the 204 historic cemeteries located in Howard County, please read on. The Howard County Department of Planning and Zoning (DPZ) and the Cemetery Preservation Advisory Board (CPAB), through the efforts of many volunteers such as the Howard County Genealogical Society, began a County-wide cemetery survey in 2014 to document the current conditions of our historic cemeteries. From that effort, a \$5,000 County grant was created to support the restoration of our County's historic cemeteries and last year there were 5 cemetery grant recipients. This year, we have funding available to provide another opportunity for cemetery preservation.

**Howard County 2018 Grant:** If there is a repair or a project you have been meaning to work on, now is the time to think through the scope of work and apply for this grant. This second year, we have \$5,000 in funding for cemetery grants. The application deadline is Thursday, March 1, 2018 and the funds will be designated by Thursday, March 15, 2018. The cemetery grant application can be found at the Howard County website under Historic Preservation: <https://www.howardcountymd.gov/Departments/Planning-and-Zoning/Conservation-and-Preservation/Historic> . For your convenience, a blank application is enclosed. Please follow the instructions on the grant application. This Howard County grant is currently a one-time opportunity for any projects that support the historic cemeteries outreach, repair, protection, or landscape scope.

#### Additional Resources:

**Maryland Cemeteries Grant:** The Coalition to Protect Maryland Burial Sites is a State-wide nonprofit organization dedicated to protecting and preserving historic Maryland cemeteries. The Trader Foundation for Maryland Burial Sites is providing grants up to \$2,000 to "rejuvenate endangered historic Maryland cemeteries." The grant application deadlines are July 1 and January 1 of each year. Enclosed is a copy of the application, which can also be found on the Coalition's new website: <http://cpmbbs.org/> or <http://cpmbbs.org/trader-foundation/>

**Tax Credits:** Currently there is a 25% property tax credit for restoration work that is pre-approved by the Historic Preservation Commission for a historic cemetery. Section 20.112 of the County Code say eligible cemetery restoration work may include repair or maintenance of existing gravestones, walls, fencing or other site features [including historic outbuildings] of an eligible property that is a historic cemetery listed on the Inventory under section 16.1303 of the County Code. New construction and landscaping are not included. This credit is also for the rehabilitation of any historic home on the Historic Sites Inventory. I can answer any questions you have regarding tax credits. The Historic Property Tax Credits application can be found under the Historic Preservation Commission:

<https://www.howardcountymd.gov/Departments/Planning-and-Zoning/Application-Forms-and-Fees>

If you would like more information about future cemetery clean-ups, are interested in helping with the continuation of the cemetery surveys, or if you are the owner of a cemetery and don't believe you received information on the surveys, please contact me at 410-313-4341 or email [bburgess@howardcountymd.gov](mailto:bburgess@howardcountymd.gov). Thank you for reading this letter to share the efforts and opportunities that Howard County is making towards the preservation of historic cemeteries. On behalf of the Cemetery Preservation Advisory Board, we hope you will submit a project for this cemetery grant.

Sincerely,



Beth Burgess

Cemetery Preservation Advisory Board, Executive Secretary  
Resource Conservation Division, Chief  
Department of Planning and Zoning



## HOWARD COUNTY HISTORIC CEMETERY 2018 GRANT APPLICATION INSTRUCTIONS

The Howard County Cemetery Preservation Advisory Board provides information and identifies resources to help preserve cemeteries in Howard County. Small grants are available to help with cemetery information, landscaping, repair and protection.

### Grant Criteria

The cemetery project must pertain to a restoration or clean-up effort on one of the inventoried Historic Cemeteries. The purpose of this grant is to encourage restoration, preservation or education at these cemeteries. Grant funds cannot be used to pay for the following: labor (unless the work is contracted to a licensed professional), food for individuals working on the project, supplies or equipment that are not directly needed to complete the scope of work.

This is a 50/50 matching grant for one of the following categories:

- ◆ Outreach: Sign repair or new installation, historic plaque or educational sign
- ◆ Repair: Wall rebuilding or repointing, headstone repair, fence or gate repair
- ◆ Protection: Fence installation around graves or perimeter of property, adding gates
- ◆ Landscape: Native tree planting, invasive removal, trash or landscape clean-ups, erosion protection

**Submit** this application, along with supporting materials required. Applications may be submitted via drop-off, email or mail. Applications are not accepted via fax. Photos can be original prints, scanned, or printed images attached to the grant application (original photos will not be returned). Please label and submit all images in color, not black and white.

### Application Deadline

The Grant application must be received no later than 5:00 pm, **Thursday, March 1, 2018**. The grant applicant will be notified of the grant decision by **Thursday, March 15, 2018**. Projects must be completed within 5 months of the grant award and all paperwork submitted by **September 1, 2018** or funding may be denied.

### Mailing Address for all submissions

Howard County Department of Planning and Zoning, 3430 Court House Drive, Ellicott City, MD 21043

### Application Information

Questions concerning this application may be directed to Beth Burgess. Failure to provide all required information may result in the rejection of the grant application. For a complete application, the following must be included: contact information for applicant, photos of site, scope of project, schedule of project or task, estimated cost of project, and cost request of grant.

### Permits May Be Needed

This grant is for funding of work pertaining to the restoration or clean-up of a historic cemetery in Howard County. Any approval of this grant application is not meant as an approval for historical, structural or any permit approval. Approval may be needed from Historic Preservation Commission (HPC) to obtain a 25% tax credit, or from the Department of Inspections, Licenses and Permits (DILP) for building or grading permits. Those approvals and permits may be applied for at the George Howard Building, 3430 Court House Drive, Ellicott City, MD 21043. Questions regarding tax credits should be directed to HPC staff at 410-313-2350; permitting questions should be directed to DILP at 410-313-2455. Volunteer waiver forms or permission slips is the responsibility of the cemetery owner.

# HOWARD COUNTY HISTORIC CEMETERY 2018 GRANT APPLICATION

**SUBMIT 1 COPY of the application** and supporting materials to the Howard County Cemetery Preservation Advisory Board. Applications must be received no later than 5:00 pm, Thursday, March 1, 2018 at the Howard County Government, Department of Planning and Zoning, 3430 Court House Drive, Ellicott City, MD 21043

## Questions or Receipt of Application

Please contact Beth Burgess at 410-313-4341 or [bburgess@howardcountymd.gov](mailto:bburgess@howardcountymd.gov).

## PROPERTY INFORMATION

Name of Cemetery: \_\_\_\_\_

Address of Cemetery: \_\_\_\_\_

Name of Property Owner: \_\_\_\_\_

Is this property listed on the Howard County Historic Sites Inventory? ☐ Yes ☐ No #HO- \_\_\_\_\_

## APPLICANT INFORMATION

Name of Organization (if any): \_\_\_\_\_

Name of Applicant (please provide only one name for contact purposes): \_\_\_\_\_

Mailing Address: \_\_\_\_\_

Phone No. (Cell) \_\_\_\_\_ (Home or Work) \_\_\_\_\_

Email: \_\_\_\_\_ Contact Preference: \_\_\_\_\_

## Cemetery Preservation Advisory Board GENERAL GRANT CONDITIONS:

I hereby certify by the signatures(s) below that the information supplied on this application is correct, complete and budgeted to the best of my abilities. I authorize a site visit from the grant committee and its agents as may be necessary to review this grant application and its scope of work. This right-of-entry shall continue until the grant is complete and the work has been done to its specified scope. I acknowledge that the grant is a 50-50 matching grant. I understand that all the expenses will need to be covered in advance of the grant disbursement. I understand that on completion of the project and approval of the Grant Committee, I may submit for expense reimbursement as outlined in the grant request. I forfeit grant funds if my work is not complete and paperwork submitted by September 1, 2018.

If the Applicant is not the owner of the subject property, the owner's signature authorizing is required.

## SIGNATURE(S):

Applicant or Authorized Agent

Date

Owner (if different than Applicant)

Date

## FOR STAFF USE ONLY

Application #:

Date Received:

Date Reviewed:

Amount Granted:

## PROJECT SCOPE

Please check the following categories that apply to your grants scope of work:

- ◇ Outreach: Sign repair or new installation, historic plaque or educational sign
- ◇ Repair: Wall rebuilding or repointing, headstone repair, fence or gate repair
- ◇ Protection: Fence installation around graves or perimeter of property, adding gates
- ◇ Landscape: Native tree planting, invasive removal, trash or landscape clean-ups, erosion protection

Please describe the cemetery project and the scope of work:

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Who will do the work. Describe the community or contractors (church, scouts, owners, professionals, neighbors, etc.) that will be involved in this project:

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Describe how this project will be maintained or preserved in the future:

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## PROJECT BUDGET

Amount of Grant request \$ \_\_\_\_\_ Total Budget \$ \_\_\_\_\_

Describe Expenses for this Project:

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Proposed Start Date: \_\_\_\_\_

Estimated Completion Date: \_\_\_\_\_

Have you included photos, plans or any additional information necessary in understanding this project? ☐ Yes ☐

Will this project occur regardless of the grant? ☐ Yes, regardless ☐ No, project will not occur





### James R. Trader Cemetery Preservation Fund

The Trader Foundation for Maryland Burial Sites, Inc. was established in 2015 to help provide financial assistance for worthy cemetery projects in the State of Maryland. The Foundation's mission is to enable the advancement of physical cemetery preservation and the response to emergency situations and to prevent further desecration of endangered historic Maryland cemeteries by awarding grants directly to qualified parties. The Foundation raises funds for this sustainable grant program through donations and bequests. The Trader Foundation for Maryland Burial Sites invites applications for grants up to \$2,000.

**Submission deadlines are January 1 and July 1 of each year.**

### Details of the Grant Funding

1. The project or program must benefit a specific burial ground within the State of Maryland.
2. If the applicant does not own the cemetery which will benefit from the proposed activities, then the application must include a letter from the owner endorsing the project and confirming that the applicant has been granted access to the cemetery to conduct the project.
3. Grant funds must be matched 100% by the grantee. At least one-third of the match must be in cash; the remaining two-thirds may be in-kind materials or services. All grant applications require an attached letter from each match donor confirming their contributions.
4. Grant decisions are made by the Foundation's Board of Directors. The Board reserves the option—based upon the quality of applications or availability of funds—to withhold funding of grant requests in any given grant cycle.
5. Grant funds will be disbursed in two halves, the first upon approval of the application and signing of the agreement. The second disbursement will occur upon completion of the project and submission of a final report, with a record of expenditures and the match.
6. Examples of eligible projects include gravestone conservation or restoration, protection of burial site from desecration by nature or by man, rescue of endangered site, documentation, cemetery clean-up, and planning for restoration.
7. Projects that are awarded grants will be featured on the Trader Foundation website showcasing before and after photos.
8. Applications that do not comply fully with the above requirements will not be considered for funding.

### Instructions for the Grant Application

The application consists of the cover page, proposal narrative, and a maximum of 3 attachments. Submit both a printed version to the mailing address below and a digital version emailed to [traderfoundationmd@gmail.com](mailto:traderfoundationmd@gmail.com).

*The proposal narrative should include:*

- Name of cemetery to be restored or protected, and range of burial dates
- Description of cemetery, its location and current ownership
- Brief history and statement of significance of the site or cemetery
- Description of the project, including timeline and implementation steps as needed
- Explanation of how this project relates to the applicant's mission and vision
- How applicant will preserve the improvement and sustain the outcome of this grant over time
- Description of community interest and support
- Background on the need for funds and urgency of the request
- Budget showing how grant funds will be used
- Explanation of applicant's match with cash and/or in-kind services
- A sufficient number of current photographs covering the property and work to be completed

### Grant Application Evaluation

1. Potential overall benefit from, and long-term sustainability of, the project outcomes. (25 points)
2. Quality of the proposal narrative, including level of detail provided and clarity of the activities proposed to achieve the project objectives. (15 points)
3. Demonstrated administrative and technical capability of the applicant, including all proposed subcontractors and consultants, in completing successfully projects of comparable or greater scope. (15 points)
4. Relative historical and cultural significance of the burial site which is the subject of the project. (15 points)
5. Level of urgency of need for the project outcomes and external financial assistance to achieve them, and the readiness of the applicant to undertake the project. (10 points)
6. Achievability of completing successfully the project on time and within budget. (10 points)
7. Visibility of the project and its potential for stimulating or promoting other preservation activities. (10 points)

**James R. Trader Foundation for Maryland Burial Sites, Inc.**

509 Quince Orchard Rd., #345, Gaithersburg, MD 20878



**James R. Trader Cemetery Preservation Fund Application**

Cemetery name: \_\_\_\_\_

Town and county: \_\_\_\_\_

Name of applicant: \_\_\_\_\_

Relationship of applicant to cemetery: \_\_\_\_\_

IRS 501c3 or 13 recognized: ☐ No ☐ Yes Federal ID number: \_\_\_\_\_

Dollar amount requested for this grant: \$ \_\_\_\_\_

In one paragraph, summarize your request.

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List all previous interactions with the Coalition, including visits, grants, projects, etc.

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**To accompany this application:**

- Proposal narrative (not to exceed 3 pages, including photographs)
- List of attachments (include no more than 3 documents pertinent to the application)

I hereby certify that the contents of this application are true to the best of my knowledge and agree to provide a written report of activities and expenditures to the Trader Foundation for Maryland Burial Sites upon completion of the project.

Name and Title: \_\_\_\_\_ Date: \_\_\_\_\_

Address: \_\_\_\_\_ Telephone: \_\_\_\_\_

Website: \_\_\_\_\_ Email: \_\_\_\_\_

Signature of Authorized Representative: \_\_\_\_\_

\_\_\_\_ I have emailed a digital version of this application to [traderfoundationmd@gmail.com](mailto:traderfoundationmd@gmail.com).

\_\_\_\_ I have mailed a printed version of this application to 509 Quince Orchard Rd., #345, Gaithersburg, MD 20878.

**James R. Trader Foundation for Maryland Burial Sites, Inc.**

509 Quince Orchard Rd., #345, Gaithersburg, MD 20878